

Information on privacy policy in relation to supplier management

Thank you for your interest in participation in Deutsche Bahn's supplier qualification and supplier management activities. It is very important to us that the personal data of our suppliers and their staff be treated with respect. Here, we explain how Deutsche Bahn's central purchasing department deals with personal data that is collected as part of supplier qualification. You will find more general information on data processing and data security on this portal in our Privacy Policy at www.deutschebahn.com/Privacy Policy.

Within supplier management, we record, process and use only the personal data that is required for managing our suppliers. Alongside company-related data, sometimes we also require personal data to process your supplier qualification request and where necessary to carry out the subsequent supplier management phases (supplier assessment; supplier development). Data of a personal nature includes in particular: contact data used for communication purposes and, depending on requirements in individual commodity groups or function groups, personal records or qualifications.

Please note: In our request forms and questionnaires the principle of data minimisation is observed. This means that we record and process only as much personal data as is absolutely necessary. If proof of qualification for you requires appointing individuals with particular personal qualifications, specialisms, permits, authorisations or similar in accordance with the relevant norms, standards or regulations and providing evidence to your contract partner, this data is collected and processed by us. However, we request that, where possible, details and information as part of qualification activities be provided in a generalised form, i.e. without reference to individual specific or determinable natural persons (e.g. employees of your company). Furthermore, in our request forms we expressly ask that names in required qualification documents, as far as is sufficient, be replaced with pseudonyms (e.g.: "Reference Employee 197") and that direct references to people are not made ("Reference Maxi Mustermann"). This means that the name of the person affected and any other identifier is to be replaced with a neutral marker, e.g. a number. **We ask you to carefully observe these requirements to ensure privacy and not to submit personal data that goes beyond our defined specifications or to pass on personal documents.** By way of precaution, we would like to emphasise that if you must submit personal data on your employees, as an employer you are obliged to inform your employees to a sufficient extent that you have passed on the data to third parties and for which purpose.

The information that you make available to us as part of your request will be dealt with in a confidential manner at all times and only viewed and processed within central purchasing by the respective employees responsible and for the purpose of supplier management. Where necessary, information will also be considered when a supplier assessment is carried out at a later date by employees in central purchasing (this generally does not involve personal references).

Finally, some personal data relevant to specific individual cases is occasionally passed on to the responsible department in the respective DB Group company (to the client) as part of a subsequent order placement.

The same applies to requests and documents that are sent to us by post (only permitted in justifiable exceptional cases) or by e-mail. To enable purposeful and fast processing, these are scanned and saved in the supplier management system.

Data is archived when a measure has been completed by supplier management and, finally, after the end of the statutory retention period, deleted.



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Our objective:



Profitable quality leader
Top employer
Eco-pioneer